**FullBrethren Care Village Job Description**

**Job Title:** Director of Home Support

**Department:** Nursing Administration

**Reports To:** CEO

**FLSA Status:** Exempt

**Summary:** The Director of Home Support coordinates with department leads to evaluate the organization’s ongoing home health staffing needs and prepare/distribute staff schedules. Coordinates, communicates and resolves staffing issues to maintain adequate staffing levels necessary to maintain resident care with facilities and home clients. Responsible for interviewing, hiring, counselling and termination of employees on on-going basis.

**Essential Duties and Responsibilities** include the following; other duties may be assigned.

* + - Work through scheduling parameters to plan for contingency vacancies and keep accurate and current records of staffing changes. Arranges/secures staff replacements during schedule development.
    - Prepare work schedules across various organizational programs in keeping with staffing level guidelines and budget goals.
    - Prepare annual time frames for all scheduling functions to include:
    - Requests due by
    - Schedule dates
    - Schedule completed by
    - Fills vacancies created by illness, leave of absence, time off, seminars, and meetings in accordance with established scheduling guidelines.
    - Reviews daily payroll punches of staff for accuracy and makes correction as necessary for bi-weekly payroll and communicates with accounting representative any discrepancies.
    - Consults and plans with CEO in policy formulation and programmatic development and implementation including assessing adequate and appropriate staffing.
    - Completes necessary Request Approvals via online ATS for position vacancy needs in conjunction with Human Resources.
    - Participates in activities relevant to services furnished, including the development of qualifications and assignment of Agency personnel.
    - Ensures that the client’s plan of care is executed as written and appropriate documentation and daily record keeping takes place.
    - Consults with supervisors and staff, individually or in groups, regarding patients or families, to evaluate special programs, service programs and field personnel.
    - Directs staff in performance of their duties including the implementation of service goals and objectives.
    - Keeps staff informed of agency developments, needs, etc., and encourages their participation in problem solving at the organization and community levels.
    - Assists in Agency evaluation activities.
    - Evaluates own job performance and utilization of resources in planning for professional growth.
    - Must understand and respect client’s ethics and confidentiality of care.
    - Attends in-service and maintains compliance with online training as required by regulation.

**Promotes Staff Development**

* Utilizes capabilities of nursing and paraprofessional personnel in the development of orientation and staff education programs.
* Encourages and assists personnel to continue self-improvement through formal education, educational meetings and active participation in professional and related organizations.
* Assists with interviews and hires to select home health care personnel. Coaches and counsels job performance of staff on as needed and annual basis.

**Qualifications** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and/or Experience**

High School graduate; excellent computer skills, telephone skills, experience with office equipment including facsimile and copy machine. Must have a current criminal clearance that satisfies the Agency, local and federal statute.

**Language Skills**

Must be able to speak, read and write English fluently in order to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to speak effectively with residents or employees of organization. Ability to write routine reports and correspondence.

**Mathematical Skills**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

**Computer Skills**

Ability to utilize Microsoft Office including Outlook, PowerPoint, Publisher, Excel and Word.

**Certificates, Licenses, Registrations**

None required.

**Other Skills and Abilities**

Must possess a genuine interest and compassion for the elderly.

**Physical Demands -** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Must be able to access clients’ homes which will not be routinely wheelchair accessible. Employee must be able to sit, stand and walk; may be required to bend, stoop, reach and move client weight up to 250 pounds; lift and/or carry up to 30 pounds. Hearing, eyesight and physical dexterity must be sufficient to perform duties, understand and communicate with the client/family and demonstrate client care. There must be the ability to give and receive information orally and to use the telephone. Must be able to adequately document care provided in English.

**Work Environment** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is occasionally exposed to moving mechanical parts; fumes or airborne particles and risk of electrical shock. The noise level in the work environment is usually low. Risk of exposure to blood borne pathogens is high.

**This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor.**

**Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty proficiently.**

**This document does not create an employment contract, implied or otherwise, other than an "at-will" employment relationship.**

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**Employee Name (Print)**

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**Employee Signature**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date**